

Jurisdictional Class: Non-Competitive for Whitesboro Central School District Only  
EEO Category: Service/Maintenance  
Revised: 01/21/2020

## **BUS DRIVER – SCHOOL BUS ATTENDANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position is responsible for the operation of a bus or mini-van on an assigned route and for overseeing the loading and unloading of student passengers and for administering to their needs, comfort and conduct while in transit on regularly scheduled bus trips to and from school. In addition, the incumbent is expected to perform minor maintenance tasks on vehicles to which he or she is assigned, as well as, to ensure the safety and proper conduct of passengers boarding, riding and departing from the bus. The work is performed under the general supervision of the department head, immediate supervisor or other official, permitting leeway in carrying out the details of the work. Supervision is exercised over the conduct of student passengers. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Operates a bus or mini-van on a regular schedule or on special occasions, picking up and transporting passengers to designated locations;  
Checks the operating condition of the van or bus before starting on a trip;  
Reports any operational defect to immediate superior;  
Encourages passengers to utilize seat belts;  
Assists elderly passengers in getting on and off vehicle;  
Keeps interior and exterior of vehicle clean and neat;  
Maintains records of mileage, routes, times and incidents;  
Prepares and maintains maps of routes and pick-up points;  
Attends staff and training meetings and sessions;  
Rides on a school bus for the purpose of assisting pupils to climb aboard and alight from bus;  
Aids handicapped students to get on and off the bus and be seated;  
Seats and places students as required;  
May operate a lift to load and unload handicapped student passengers and secures restraint devices and/or wheel chair locks;  
Maintains order on the bus and makes certain that student passengers are seated while the bus is in motion;  
Assists student in disengaging safety and restraining equipment prior to leaving the bus;  
Maintains daily log of problems encountered and actions taken;  
Assists students as needed;  
May apply first aid and/or CPR techniques in an emergency with passengers;  
May be required to perform minor maintenance tasks and gas vehicle.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of driving safety practices and traffic laws and regulations; good general intelligence; working knowledge of basic aid methods; familiarity with the various bus routes in the district and their stopping places for students; ability to operate a bus or multi-passenger van under all driving and road conditions; ability to understand and follow simple oral and written directions; ability to get along well with students and command their respect; mental alertness; dependability.

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**MINIMUM QUALIFICATION:** None

**ADDITIONAL QUALIFICATIONS:** In accordance with New York State Vehicle and Traffic Law, Article 19-A, § 509-b. Qualifications of bus drivers. Notwithstanding any other provision of law, a person shall be qualified to operate a bus only if such person:

1. is at least twenty-one years old (at least eighteen years old, with restrictions – no interstate commerce, cannot transport hazardous materials, and cannot operate a school bus);
2. has been issued a currently valid driver's license or permit which is valid for the operation of the bus in this state;
3. has passed the bus driver physical examination administered pursuant to regulations established by the commissioner; and
4. is not disqualified to drive a motor vehicle pursuant to section five hundred nine-c or any other provision of this article.

**SPECIAL REQUIREMENT:** Applicant must maintain eligibility and certification under the Board of Regents adopted regulations establishing qualifications, testing and training for all school bus monitors and attendants, effective as of July 1, 2003.

**NOTE:** Applicants must be able to maintain eligibility and certification under New York State Department of Motor Vehicles Article 19A of the Vehicle and Traffic Law. In addition, candidates may be required to complete or present proof of Basic First Aid and CPR courses during the probationary period following appointment.

**DISTRICTS PLEASE NOTE:** If you experience difficulty in recruiting fully qualified drivers, i.e., individuals with a CDL, you may hire individuals with a CDL learner's permit and establish a formal, in-house training program geared toward preparing these drivers to take and to pass the road test to obtain the appropriate license. The training program must be successfully completed within six (6) months, and the appropriate license must be obtained before the individual drives a school bus with students or is assigned a regular bus route.

Adopted: 09/12/2019  
Revised: 10/07/2019; 01/21/2020